

GSA's Overseas Products & Services Expo

GSA

☆☆☆ Outreach Europe 2006



October 16-19, 2006
Patrick Henry Village
Heidelberg, Germany

Outreach Europe 2006

Exhibitor Information And Application

Dear Commercial Partner:

We are pleased to announce GSA's Outreach Europe 2006, the Overseas Products and Services Exposition for Federal buyers. This is the sixth Biennial exposition designed specifically for GSA's Federal Customers in Europe, Africa, and the Middle East. We are inviting customers from both appropriated and non-appropriated fund activities and have support from high-level authorities within the Departments of Defense and State.

The Expo will be held October 16-19, 2006, at Patrick Henry Village in Heidelberg, Germany. Booths are 4m x 3m (approximately 12' x 9') and the cost is \$2,000 per booth.

If you are interested in exhibiting, please read the information carefully, complete the application, and send it to:

GSA/FSS/3FM

Attn: Daniel McAneney

Strawbridge Building, 10th Floor

20 North 8th Street

Philadelphia, PA 19107

MAKE CHECKS PAYABLE TO: CARLSON WAGONLIT

For further information, please contact Daniel McAneney at (215) 446-5094, fax (215) 446-5115, or e-mail: Daniel.Mcaneney@gsa.gov.

Check out our Web site at www.gsa.gov/OE2006!



Agenda:

(Agenda subject to change.)

Saturday	October 14, 2006	Set Up	0800-1700
Sunday	October 15, 2006	Set Up	0800-1700
Monday	October 16, 2006	Set Up Registration Professional Development Seminars Welcome Reception	0800-1600 0900-1600 1400-1530 1830-2030
Tuesday	October 17, 2006	Grand Opening Exhibits Open Professional Development Seminars	0930-1000 1000-1500 1400-1630
Wednesday	October 18, 2006	Professional Development Seminars Exhibits Open Professional Development Seminars	0800-1030 1000-1500 1400-1630
Thursday	October 19, 2006	Professional Development Seminars Exhibits Open Professional Development Seminars	1300-1530 1000-1300 1300-1530
Friday	October 20, 2006	Breakdown	0800-1200
Saturday	October 21, 2006	Final Freight Off-Site <i>(Exhibitors are responsible for return shipments.)</i>	



Display Information:

- The exhibit hall is adjacent to the Patrick Henry Village Pavilion, Heidelberg.
- Each booth will include one electrical supply line with 220v service and one extension cord. Upon request, 380v service is available at no additional cost. Transformers (220v to 110v service) are also available for an additional charge. Please request early as there is a limited supply.
- All displays must be **CLEARLY** marked with the exhibitor name and booth number(s).
- Standard exhibit spaces are 4m x 3m (approx. 12' x 9'). Standard exhibits should not exceed 2.5m (approx. 8') in height and must be constructed so as not to obstruct public areas. If you have a unique requirement, please contact Dan McAneney at (215) 446-5094.
- Exhibit space cannot be sublet or reassigned by exhibitors.
- As a courtesy, GSA will facilitate the consolidation of shipments to Germany from a staging point in Franconia, VA. Return shipments will be the responsibility of each exhibitor. Shipping instructions will follow under a separate cover.



Fee Schedule:

Booths: 4m (width) x 3m (depth) (12' x 9') - \$2,000. No more than four booths per exhibitor.

Please Make Checks Payable to:

**Carlson Wagonlit
and Marked "Outreach Europe 2006"**

Mail Exhibitor Registration Form and Payment to:

GSA/FSS/3FM
ATTN: Daniel McAneney
The Strawbridge Building, 10th Floor
20 North 8th Street
Philadelphia, PA 19107

Payment Terms: Exhibitor Registration Form(s) must be accompanied by full booth payment(s).

Exhibitors are allowed two representatives for each booth purchased. Pre-registration is REQUIRED to ensure access to Patrick Henry Village.

Exhibitors requesting adjacent space or shared space must provide completed application(s) and full payment before request will be considered. Exhibitor requests will be accommodated to the greatest extent possible.

Cancellation Policy: A full refund will be given for any cancellation received before July 1, 2006. No refund will be given after that date.

Additional Information: Contact Dan McAneney at (215) 446-5094, fax (215) 446-5115, or e-mail: Daniel.mcaneney@gsa.gov

Other Valuable Information: Giveaways of nominal value are permitted in the booths only. The value of any individual giveaway or prize may not exceed \$20 in value for this event. Multiple gifts/prizes to the same federal attendee from your company cannot exceed \$50 in value over the course of one year.



Exhibition Tent Floor Plan:



STORAGE AREA



GSA AREA



DOORS w/
RAMPS OUTSIDE



HEATERS



BOOTHS



FOOD BOOTHS



HELP DESK



SCALE: 1 SQUARE = 1 METER



Exhibitor Registration Form:



Company Name: _____

GSA Contract #: _____

Company Point of Contact for Expo planning purposes*:

Name: _____ E-mail: _____

Phone: _____ Fax: _____

Number of booths requested (no more than four per exhibitor) _____

1st Booth Choice: _____ 2nd Booth Choice: _____ 3rd Booth Choice: _____

I would like to be next to:

(Requests will be honored to the greatest extent possible)

I don't want to be next to:

(Requests will be honored to the greatest extent possible)

Products to be shown:

*** Exhibit representatives are required to register in order to be permitted access to the base.
Online registration is available at www.gsa.gov/oe2006. Reminder: only two representatives per booth.**

Additional Services*

Will you require:

- A water line? Yes ☐ No ☐
- A wireless Internet connection to your booth? Yes ☐ No ☐
- A transformer? Yes ☐ No ☐
- An electrical supply line with 380v service? Yes ☐ No ☐

* Additional charges may apply, and are the responsibility of the exhibitor; payment will be required on the day of service via cash or check.

Export packing materials will be stored at the exhibitor's request; all materials must be CLEARLY marked.
Return shipments will be the responsibility of each exhibitor. Shipping instructions to follow separately.